



# IFS-HR E-Mail Newsletter

October-December 2005

**IFS-HR**  
727 Fairview Drive, Suite A  
Carson City, NV 89701

**IFS-HR Fax:**  
(775) 687-9097 (Main)

#### IFS-HR Staff

**Alan Rogers**  
System Administrator  
arogers@ifs.state.nv.us

**Netti DeBusk**  
Systems Manager  
ndebusk@ifs.state.nv.us

**Tricia Buckner**  
Training and Security Manager  
tbuckner@ifs.state.nv.us

**Debbie Tippett**  
Office Mgr/Training Support  
dtippett@ifs.state.nv.us

**Michelle Dufrisne**  
Functional Support  
dufrisne@ifs.state.nv.us

**Help Desk**  
**Desiree DeGraff-Tese**  
ddegrafftese@ifs.state.nv.us

**Amalia "Mellie" Sifuentes**  
asifuentes@ifs.state.nv.us

**We're on the Web!**  
ifs.intranet.state.nv.us

**IFS-HR Help Desk Phone**  
(775) 687-9099

**IFS-HR Help Desk FAX**  
(775) 687-9098

**IFS-HR Help Desk Email**  
ifs.hr.helpdesk@ifs.state.nv.us

## New Face at IFS-HR

Alan Rogers joined the Department of Personnel as the IFS-HR team manager on November 14. Alan comes from the Department of Public Safety where he has been the Data Processing Manager of the State Criminal Justice computer system for the past sixteen years. Prior to that he was Director of Records and Identification for the Reno Police Department for two years and worked for the Salt Lake County Department of Public Works for almost 11 years in financial management and information systems. Alan received a BS degree in Business from Brigham Young University and has additional training in information systems management, public management and project management. He has been married to his wife Diane for 28 years. They have five children and 2 grandchildren.

## NEATS and HRDW By Tricia Buckner

It's November already!!!! Time is flying here at IFS-HR, as I am sure it is everywhere! I am in the process of rolling out NEATS Timekeeping and Employee Data Capture for the Attorney Generals' Office, Commission on Mineral Resources, and Commission on Economic Development. I have already successfully rolled out Commission on Tourism, Nevada Magazine and POST!! It has been a great pleasure working with all of the agencies on NEATS and I am looking forward to the upcoming months! The Department of Agriculture is in the final stages of being completely rolled out, and the word is out that NEATS is "NEAT"!

Our hardworking programmers have just recently integrated our HRDW security into NEATS! Thank you for being patient with some changes that had to be made during this transition. The HRDW has a new role developed specifically for timekeepers. The "Timekeeping" security role allows timesheet reconciliation without the paycheck detail as requested by many agencies. Please complete a confidentiality agreement for those individuals needing that security. During this security integration, we also made some changes to the current security roles, limiting access for paycheck detail from "Records" profiles, and removing employee evaluation information from "Payroll" profiles. If you feel you need to update your security access, please let us know.

For those of you that are submitting State of Nevada Confidentiality Agreements, for any of our systems (ADVANTAGE™-HR, NEATS, HRDW) *please* remember that if you check "Update", any security indicated on this form will replace all the other security that you have. For example, if you currently have ADVANTAGE™-HR and wish additional access in NEATS, make sure you put your current ADVANTAGE™-HR role as well. If you have any questions, please contact me or Debbie. Have a wonderful holiday season!!

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## Frequently Asked Question By Netti DeBusk

**Q:** My agency is rolled out on NEATS. Do I have to take ADV-HR Navigation and Timesheet training?

**A:** Yes. It is important for all timekeepers and payroll/personnel representatives from each agency to have an understanding of the ADV-HR system.

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## IFS-HR Upgrades Phone System By Netti DeBusk

In order to better serve our customers, IFS-HR has upgraded our phone system. Effective October 6, 2005 the IFS-HR Help Desk phone number was changed to **775-687-9099**. The IFS-HR Help Desk fax number is **775-687-9098** and the main IFS-HR fax number is **775-687-9097**. Please update your records accordingly.

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## Quick Tips from the Help Desk

By Michelle Dufrisne

### Timesheet Question of the month

**Q:** As a supervisor can I submit a timesheet for an employee who has left the agency and is no longer here?

**A:** Yes, you can. Take a look at the steps provided below:

**Step 1:** From the NEATS Home Page, go to your "Supervisor Tasks" and select "Timesheets, Missing/Incomplete". Missing and draft timesheets will appear.

**Step 2:** Select the timesheet you wish to complete. Enter positive or exception information next to the appropriate event code. (See event codes list if needed.) " If no exceptions check the "No Exceptions" box, and proceed to Step 5.

**Step 3:** Exceptions should be noted on the timesheet notes. Click on the *yellow sticky*, input information, then click "Save".

**Step 4:** When timesheet is complete:

**Option 1:** Select "Save" then "Validate". This will check for errors. Once errors have been resolved, you may submit the timesheet by clicking "Submit".

**Step 5:** Once the timesheet has been submitted, the supervisor then needs to click "Approve".

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### How do I edit locations for a course in NEATS?

**Step 1:** Locations can only be modified by users who have a Training Administrator profile. If you have such a profile, click on the "Training" tab to access the training information.

**Step 2:** Under Administrative Tasks, select *View/Edit Training Course*. The course list will appear. Click on the course you wish to edit/view.

**Step 3:** Course Details will appear. You will list classes, and select the date you wish to edit.

**Step 4:** Next, click on "Edit" session data, once this screen appears you may select another location for your class. Be sure to click "Apply".

### Attention NEATS timesheet users!

Please do not use your **back** button after you have saved or submitted your timesheet as this may result in additional lines being created. You will need to use the links on your time task bar in order to navigate through the timesheet section of NEATS.

If you do have multiple lines in NEATS, please contact the IFS-HR Help Desk before proceeding.

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## More New Faces at IFS-HR

Two new faces are now behind those voices at the IFS-HR Help Desk!

Although **Desiree DeGraff-Tese** was born in the mountains of Sonora, CA, she was raised in Ventura on the southern California coast. A mother of one, she and her son, Stephen, relocated to Carson City in 1998.

She began her state service in 1999 with DoIT. Last month Desiree joined the IFS-HR Help Desk, coming from the Public Utilities Commission.

Although she has enjoyed traveling in the past, nowadays she prefers gatherings with family and friends, and communing with Mother Nature in her backyard - preparing a mini park for her new grandson who will be arriving in February.

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Born and raised in Texas, wife and mother of two children, **Amalia "Mellie" Sifuentes** relocated to Carson City in 1992. Mellie has been with the State of Nevada since 1998, beginning with Employers Insurance of Nevada (formally known as SIIS). Mellie transferred from DPS to the IFS-HR Help Desk in October 2005.

Mellie's been a league co-coordinator for a youth bowling league for 4 years at the Pinion Plaza Bowling Center and an AVON representative for a year. She enjoys watching sports on TV, activities with her children, and working around the house.

**Michelle Dufrisne** was born in Oceanside, CA. The family moved to Carson City when Michelle was a baby and she has made Carson City her home for most of her life. She attended Carson City High School and Western Nevada Community College.

Michelle has worked for the Department of Personnel for over a year starting at the IFS-HR Help Desk as a contract employee and becoming an official State of Nevada employee last July.



## Procedure Updates

To update your procedure manuals, please print the latest IFS-HR procedure revisions located on the IFS-HR website at [ifs.intranet.state.nv.us](https://ifs.intranet.state.nv.us).

**NOTE:** Revised procedures will have the new date on the page that has been revised. If you have difficulty accessing these revisions, please contact the IFS-HR Help Desk at 687-9099.





# ADVANTAGE™-HR Training Calendar

Contact Debbie Tippet  
dtippet@ifs.state.nv.us  
for questions regarding training classes.

## December 2005 thru November 2006

Advantage classes are held quarterly. This quarter's training for Navigation, Timesheet and ESMT are being held in January. Please enroll through NEATS. (*ADVANTAGE™ Navigation is a prerequisite for Time Sheet Entry and ESMT.*)

Class	Date	Time	Location
Navigation	December 7, 2005	8:30a-12:00p	Carson City
Timesheet Entry	December 7, 2005	1:030p-4:00p	Carson City
ESMT Entry	December 15, 2005	1:00p-4:00p	Carson City
Navigation	February 21, 2006	8:30a-12:00p	Carson City
Timesheet Entry	February 21, 2006	1:00p-4:00p	Carson City
ESMT Entry	February 22, 2006	1:00p-4:00p	Carson City
Navigation	May 30, 2006	8:30a-12:00p	Carson City
Timesheet Entry	May 30, 2006	1:00p-4:00p	Carson City
ESMT Entry	May 31, 2006	1:00p-4:00p	Carson City
Navigation	August 22, 2006	8:30a-12:00p	Carson City
Timesheet Entry	August 22, 2006	1:00p-4:00p	Carson City
ESMT Entry	August 24, 2006	1:00p-4:00p	Carson City
Navigation	November 28, 2006	8:30a-12:00p	Carson City
Timesheet Entry	November 28, 2006	1:00p-4:00p	Carson City

Please check the IFS-HR website for changes in dates, places and times.

### LOCATION/SITE ADDRESSES

CARSON CITY  
IFS-HR  
727 Fairview Dr.  
Carson City NV

LAS VEGAS  
Professional Development Center (PDC)  
701 N. Rancho  
Las Vegas NV

To sign up for an ADVANTAGE IFS-HR class, you must complete a confidentiality agreement and register on-line in NEATS. The **Confidentiality Agreement** form is located on the IFS-HR website at [ifs.intranet.state.nv.us/](http://ifs.intranet.state.nv.us/) or is available from the IFS-HR Help Desk at 775-687-9099.

*\* Classes are subject to change or cancellation, depending on enrollment.*